

**Special Courts Committee  
Judicial Conference of Indiana**

August 27, 2004  
Minutes

1. Members present. The following members of the committee were present: Patrick Blankenship, Peggy L. Quint Lohorn, David Northam, Joel Roberts, Bob Witham, and Robert Mrzlack, Chair.
2. Staff present. Michelle C. Goodman provided the committee with staff assistance.
3. Approval of Minutes. The Committee approved the minutes from the February 13, 2004 meeting.
4. City and Town Court Manual. The Committee reviewed the sample dialogues provided and made several corrections to the samples provided by Plainfield Town Court, which the Committee thought were the best examples for the City and Town Courts. The Committee asked Michelle to create a dialogue for misdemeanors guilty pleas that occur on a date separate from the initial hearing indicating that the defendant needs to be advised of rights at that time also.

The Committee also reviewed the juvenile jurisdiction table. The Committee made some changes to the table and asked Michelle to check into the proper placement of the IC 7.1-5-7 reference and how hunting and fishing violations should be covered in the table.

The Committee also reviewed the updated cost and fee table. Michelle indicated that it includes the two new fees passed this Legislative session and the new IC 33 cites due to the recodification. The Committee approved this section for publication.

The Committee then reviewed sample forms for City and Town Courts. The Committee requested Michelle include the appearance form used by courts of record and the SR16 with instructions. The Committee also noted which sample forms should be included from the samples including the infraction judgment form and probation rules from Montgomery County, sentence forms from Anderson City Court, and probation rules from Plainfield Town Court. Judge Northam offered to submit a dialogue regarding advising defendants of probation rules.

The Committee received a copy of the draft special situations materials and was asked to review the materials and provide any corrections or additions to Michelle by September 17, 2004

Michelle was asked to prepare the dialogues, juvenile jurisdiction table, forms, and special situations materials in final format and distribute to the Committee via email by September 30, 2004 for the Committee's approval, which needs to be received no later than October 8, 2004.

5. Next meeting. The next meeting is scheduled for November 5, 2004 at 11:00 a.m. at the Judicial Center.

Respectfully Submitted,

Michelle C. Goodman